



## Major Home Occupation Application

For property located at:

\_\_\_\_\_

**FEE: \$200.00**

Date \_\_\_\_\_

Application # \_\_\_\_\_  
(Staff Use)

Property Owner\* \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Developer/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Parcel (sidwell) # \_\_\_\_\_ Legal Description: Please Attach

Zone Designation \_\_\_\_\_ Name of Subdivision \_\_\_\_\_

Plans must be submitted electronically. Please attach a letter addressing the following:

1. What is the proposed use?
2. What type of modifications to the residence or areas of the home are anticipated because of the proposed use?  
(A maximum of 25% of the area of any one floor of the home can be used for the home occupation.)
3. What provisions are available for parking?
4. How many persons will be coming to the home as a result of this application?

At one time \_\_\_\_\_ During a daily interval \_\_\_\_\_

5. Describe any signage you may want with your business.

\*Current property owner must sign application (see back/next page)

8/2016

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH                     )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

---

AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_



## Major Home Occupation Information Sheet

### Application Requirements

Complete the attached application form. Incomplete or inadequate information may result in your case being delayed until complete and adequate information is supplied. There is a filing fee to help defray the costs of advertising, public hearings and staff review. This is a non-refundable fee which must be submitted at the time of application and is listed on the application form. For your application to be complete, you must also submit the following:

- **Proof of Ownership** - The current property owner must be the applicant but may designate an authorized agent to act in his behalf. Proof of ownership may include a County Recorder's printout indicating ownership with corresponding parcel number, a Warranty Deed or tax notice. Other forms of proof may be submitted to the City Attorney for approval.
- **Letter of Intent** - Please include an explanation letter to outline your request.
- **Development Plans** - The staff will assist you in determining what plans are required, which items should be emphasized and the detail necessary for your request. A typical submittal will include a site plan and floor plans. Please remember that the information you submit will be the basis for review by the Planning Commission. Be as complete as possible. If you have any questions, please ask for assistance by calling 801-963-3312.
- **Adjacent Property Owner Information** - For Projects closer than 300 feet to a West Valley City boundary, a current computer printout of all the property owners within 300 feet of the outer boundaries of your property is required and shall be obtained from the Salt Lake County Recorder's Office. Notification of your proposal will be sent to the adjacent property owners by West Valley City.

**APPLICATION PROCESSING** - All plans are to be submitted electronically in PDF format. Initial submittal will be via jump drive, CD, or a device that can connect to Planning and Zoning's Google Drive. A copy of the staff analysis is available on the Monday before the public hearing. The planning staff will be in contact with you in the week preceding the hearing to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to the hearing.

---

### Public Hearings

The Planning Commission meets the second and fourth Wednesday of the month and you must submit your application at least three weeks in advance of the hearing date. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Hall, 3600 Constitution Boulevard. You or your appointed representative must be present at the public hearing at 4:00 p.m. to explain your case and answer questions. In addition, a study session/field trip is held on Wednesday at 3:30 p.m. one week prior to the hearing. The study session/field trip is open to the public; however, no public testimony may be heard or considered by the Planning Commission at this meeting.



## Community & Economic Development Department Planning & Zoning Division

Typically, the Planning Commission will make a final decision on your request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

A conditional use approval expires 12 months from the date the Planning Commission approval is given if the applicant does not obtain a building permit and commence construction or does not obtain a business license.

**Next Planning Commission Meeting** \_\_\_\_\_

**Filing Deadline**

(3 weeks prior to hearing date) \_\_\_\_\_

### Appealing a Decision of the Planning Commission

Any person wishing to appeal a decision of the Planning Commission must file the appeal with the City Recorder within 10 days of the final decision of the Planning Commission.